

**U.S. Probation & Pretrial Services Office
Western District of New York
Position Description**

Job Title/Classification Level	Drug Analysis Technician	CL -22
Occupational Group	Operational Court Support	

Job Summary

The Drug Analysis Technician provides technical support services to officers throughout the district in the area of client drug testing, through observation, collection, and distribution. The position assists officers' investigation and supervision goals.

Representative Duties

- Conduct and observe urine specimen process with offenders of the same gender. Perform sweat patch application and removal. Perform chemical analysis for detection of controlled substances. Maintain appropriate records. Perform these duties while observing necessary safety precautions and by using appropriate protective equipment such as gloves, safety glasses, lab coats/smocks, etc.
- Certify the validity of urine test results by signing the Collection and Testing Certification on the Chain of Custody form.
- Enter testing data in the appropriate database on a daily basis.
- Collect and distribute test results to appropriate staff members. Provide prescription reporting, phase reporting, and code-a-phone messages.
- Record information for reports and investigations related to drug testing, including blind sample studies at the contract laboratory, and quality control of non-instrumented handheld devices.
- Maintain the urinalysis program, including supplies, testing equipment, testing schedules, and laboratory organization.
- Collect data and complete forms in support of the drug testing program, including reporting lab results, sending out samples, and retrieving results from the website.
- Report all hazardous or safety-related incidents encountered in the course of duty to the appropriate authority for entry into the Safety and Information Reporting Systems (SIRS).
- Perform other duties as assigned.

Factor 1 - Required Competencies (Knowledge, Skills, and Abilities)

Court Operations

- Ability to conduct urine and drug testing processes while adhering to necessary safety precautions and using appropriate protective equipment. Ability to apply chain of custody policies. Ability to prepare forms related to urine/drug testing. Ability to follow documented instructions.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication

- Ability to communicate accurate and timely information (both orally and in writing) to individuals within the probation office. Ability to interact tactfully with a variety of people.

Information Technology and Automation

- Ability to use computers and software, and keyboarding for data entry, form preparation, and email. Ability to use standard office equipment (telephones, copiers, fax machines, etc.)

Factor 2 - Primary Job Focus and Scope

The primary focus of the job is performing the requirements of offender drug testing and detection. Incumbents' work affects the timeliness and accuracy of the probation office drug testing program and permits officers to focus their time on investigative and supervision duties. Omissions or errors by incumbents could result in missed deadlines and added delays to the Court.

Factor 3 - Complexity and Decision Making

The tasks performed are relatively straightforward and can be learned quickly. Gathering information for monthly and quarterly reports requires some attention to detail. Drug Analysis Technicians follow well-defined policies, standards, and procedures and refer questions or unusual circumstances to officers or supervisors.

Factor 4A - Interactions with Judiciary Contacts

The primary judiciary contacts are peers and officers within the unit to share or receive information and collect and verify statistical data.

Factor 4B - Interactions with External Contacts

The primary external contacts are offenders for the purpose of drug testing.

Factor 5 - Work Environment and Physical Demands

Work is performed in an office setting. Work requires some contact with persons who may have violent backgrounds. These contacts occur in a generally controlled office setting, with an accessible duress alarm.